



REQUEST FOR QUALIFICATIONS (RFQ)
SPACE NEEDS ASSESSMENT AND CONCEPTUAL DESIGN
FOR
FUTURE MUNICIPAL OFFICES OF
THE CITY OF FULSHEAR, TEXAS

SUBMITTAL DUE: Friday, November 6, 2015, 3:00 PM

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FUTURE MUNICIPAL OFFICES OF
THE CITY OF FULSHEAR, TEXAS

Section 1. Introduction

1.1 Purpose of Request

The City of Fulshear is requesting written qualifications to provide professional consultant services to compile a space needs assessment and conceptual design for the Municipal Offices of the City of Fulshear, Texas.

1.2 Background

The City of Fulshear is located in northwest Fort Bend County at the crossroads of FM 359 and FM 1093. The city limits stretch across approximately 11.7 square miles of beautiful landscape ranging from grassy prairie land, and serene low lands along the banks of the Brazos River. Fulshear is a community of approximately 7,600 residents. The city's proximity to the Houston area, 30+/- miles from downtown, is an important factor in the continued growth expectations and the prospect of attracting commercial businesses on or near major thoroughfares. In addition to Fulshear's historical setting, its commercial economy and first class school system has made Fulshear a popular choice for residential development.

The current City Hall was initially constructed as a bank in 1982 and was sold to the City for use as its City Hall in the 1990's. The City has renovated and updated the building several times, since the purchase.

The main City Hall building at its current location houses Administration, Municipal Court, Economic Development and Maintenance. City Council Chambers are also located within the building. There is approximately 3,500 square feet of useable space. Additionally, the City leases three office suites in the Fulshear Business Park for its Police, Builder Services, and Utility Billing departments. This fiscal year the employee personnel count for the City will be 51.

1.3 Goals and Objectives of the Project

The project consists of performing an evaluation of the space needs of the above named departments. The evaluation should include the square footage necessary to personnel, equipment, parking (for both visitors and personnel) and other associated requirements for the daily operations of each department. The project should provide the total site area required for the new facility, estimated cost, and a conceptual design. Site selection is also a part of the scope of this project.

1.4 Professional Services Required

The selected consultant must provide all services to meet the goals and objectives of this project (the current and future need 10-20 years). Any additional services that the City anticipates needing will be addressed during the "Request for Qualifications" section.

1.5 City Contact

C.J. Snipes
City Administrator
30603 F.M. 1093 Road West
Fulshear, Texas 77441
281-346-1796

1.6 Deadline for Submission

Any and all responses to this RFQ must be submitted no later than **3:00 PM, November 6, 2015** at the address shown in Section 1.5.

Section 2. Required Statement of Qualifications

2.1 Narrative

The statement of qualifications should include the following information:

Facts about the Firm:

- Number of years in business under the current name and location.
- Business and/or professional license numbers and expiration dates.
- Professional history of firm and principals including their association with previous firms.
- Description of firm's liability and professional responsibility insurance along with the declaration page of the liability policy now in force.
- List firms current workload including a description and scope.
- List outside consultants retained by the firm on a regular basis.
- List any projects that were awarded to the firm, but were not completed and why within the last 3 years.
- If sub-consultants are to be used on the project, list similar information regarding their experience and personnel working on the project.

2.2 General

Questions regarding the statement or its submittal may be directed to Mr. CJ Snipes, City Administrator. Two copies of the submittal are required.

Section 3. Monitoring, Reporting and Information.

3.1 Monitoring and Reporting Systems

- Provide an overview of the workflow, monitoring system, including status reports and other control methods to be used.
- Provide estimated work hours, personnel assigned and a timeline by task for the study.
- It is expected that there will be weekly progress updates throughout the study by telephone or in person.
- It is expected that there will be at least one status update on site during the study and at least one presentation at a City Council meeting.

3.2 Miscellaneous Information

- The City of Fulshear reserves the right to accept or reject, either in whole or in part, any and all submittals in response to this request, to waive irregularities, or take whatever action deemed necessary to protect the City's best interest.
- All material submitted regarding this RFQ becomes the property of the City of Fulshear. Such materials/documents are available for public inspection after the final selection has been made. As property of the City, the City has the right to use the information contained in the submittal.
- The City is not responsible for any costs incurred by the consultants prior to conveying this agreement or its rights, title or interest therein, or its power to execute such agreement to any other person, company or corporation with the prior written consent of the City.
- The City reserves the right to make reference checks with any client listed in the documents for further information and verification of the consultant's qualifications.

Section 4. Procurement of Professional Services

4.1 General Selection Process

All submittals will be evaluated by the City's management team based on the following criteria: relevant experience of consultant, expertise of key personnel assigned to the project, commitment to provide effective project management, ability to deliver the project on time and reference.

4.2 Interviews

As its option, the City may conduct interviews with any consultant to determine the best qualified firm and reserves the right to interview only the top ranked firms based on the review of qualifications.

4.3 Negotiations

Upon completion of the selection process, the City will commence negotiations with the selected firm to establish a final scope of services and an appropriate fee to be paid to the consultant for such services. Negotiations will be suspended from any firm being considered and may commence with any other firm in an agreement cannot be agreed to.

4.4 Agreement

The City Attorney shall prepare the proposed final agreement between the City of Fulshear and the selected consultant.

4.5 Final Approval

The management team will forward a final recommendation for selection to the City Council for their consideration and approval. Final approval is expected to take place no later than 30 days after the RFQ closing.